## Information Sheet About Retention Tags

When Symantec Enterprise Vault is retired before the end of 2017, archiving and retention of e-mail messages will switch to a new system. One involving tags that end-users will have complete control over.

The default policy for messages that are in the *Inbox* and *Sent Items* folders will be 1-year retention policy. For all folders not underneath the *Inbox* and *Sent Items* folders the default is never delete. Executive users will have a different retention policy of permanent retention for all the default folders.

When the Enterprise Vault system is retired, the EV folders i.e. Archive 1 year, Archive 3 year will default to never delete. **Users will have to manually set retention policies for these folders and messages to have them meet state policies and expire.**

Users will be able to customize individual folder retentions except for the default Outlook folders such as Inbox, Calendar, Outbox, Sent Items, Notes, Contacts, etc... Folders matching this criteria will have the policy options greyed out for the user. Policies can still be applied to subfolders and individual messages.

In Outlook, right click on the folder you want to modify …
→ Select "Properties"
→ Select the "Policy" tab
→ Select the policy you want to use for that folder
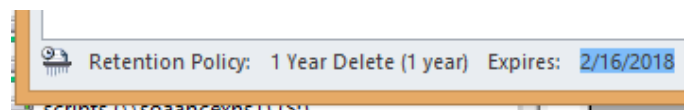… and then click "OK".
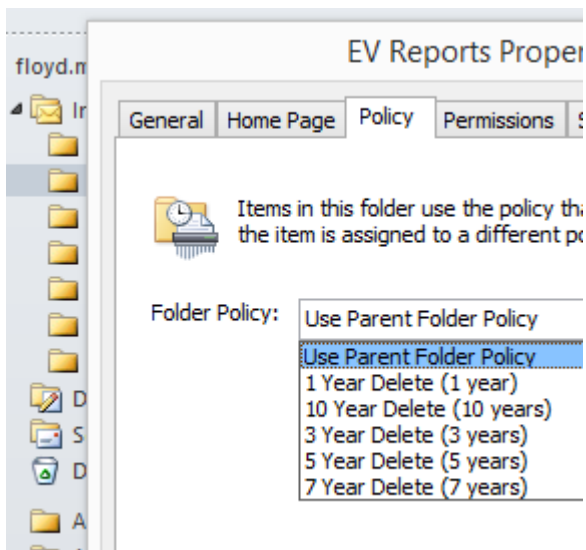
You may also set individual messages to have their own retention policies that differ from the folder that they're in by right-clicking on the mail item and selecting a policy. (menu shown below).
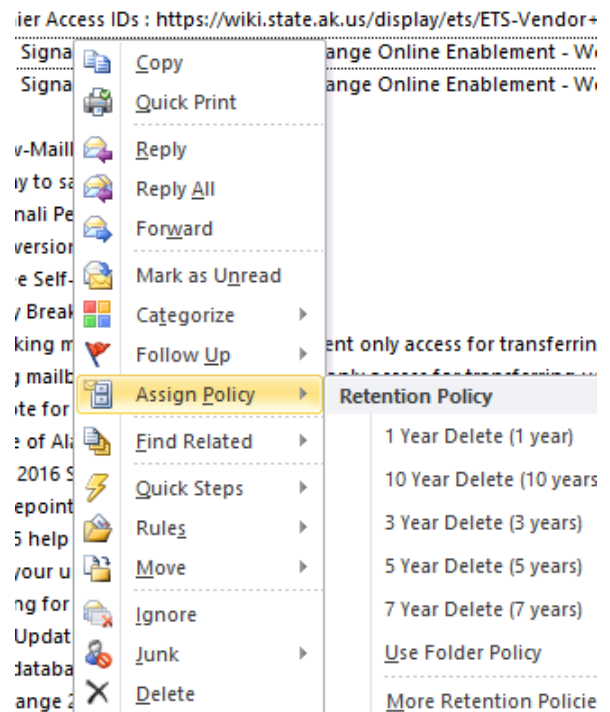
Whenever folder or message policies clash, the individual message policy "wins".

Additionally, you can tell when opening a message what

policy the message is placed under and when the item will expire. There should be banners at the top, and at the bottom of messages with this information. Such as the banner below: